



# CITY OF SAN ANTONIO

## DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

TO: Participating Electrical Contractors

SUBJECT: **INFORMATION BULLETIN 121b**  
Requirements for One- and Two – Family Electrical Limited Service and Repair Permits (LSR)

DATE: August 15, 2006  
November 4, 2009 (Revised)

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**Purpose:** The LSR permit program allows minor projects to be completed by licensed electrical contractors prior to obtaining the associated permit, and allows the contractor to certify that the completed work complies with the San Antonio Code (SAC) as amended in lieu of scheduling an inspection to be conducted by the Planning and Development Services Department (PDSD). The program further allows for a full PDSD inspection, as an option for the property owner, at no additional cost to them.

**Note:** The licensed contractor shall obtain the required permit after and within three working days from the completion of the work to avoid a penalty fee.

**Benefits:** The LSR permit program benefits property owners, contractors, and PDSD. It ensures property owners that the work is performed by licensed contractors in compliance with the SAC and allows licensed contractors to quickly respond to the needs of their customers without violating the SAC permit requirements. It has the potential to reduce PDSD inspection requests for LSR eligible work, to minimize the number of “no access” inspections trips typical for LSR eligible work and to free up time to PDSD for making inspections at other locations.

**Eligible Projects:** The following items are allowed under the LSR program. Only when electrical wiring systems on existing residences have a 4-wire feeder to the inside branch circuit panel and when the inside electric panel is in compliance with National Electrical Code and Chapter 10 of City Code.

- Installation of one new 20 amp or less circuit to supply associated outlets/fixtures
- Installation of one new 20 amp or less circuit to supply hard-wired smoke detectors
- Installation of ceiling fans to outlets (approved boxes required)
- Extension of an existing 20 amp or less circuit to install new outlets (total number of outlets new plus existing not to exceed 8 total outlets on 15 amp circuits and 10 outlets on 20 amp circuits)
- Installation of one new 110 or 220 volt dedicated circuit to supply outlets/equipment used to charge electric vehicles
- Installation of the bonding conductor required whenever Corrugated Stainless Steel Tubing (CSST) gas piping systems are utilized and no other scope of electrical work is to be done on structure.

Exclusions: The LSR program does not apply to new construction or additions or generally to work valued at more than \$1,000. Work not eligible for the LSR program requires permits through the regular procedure, including required inspections by PDSD.

Procedure: The following procedures are to be followed by the contractor, property owner and PDSD under the LSR permit program.

1. The contractor performs the eligible work and obtains an LSR permit within three (3) working days after completing the work.
2. When PDSD issues the LSR permit, the property owner is notified in writing that an LSR permit was issued indicating that the completed work complies with the San Antonio Code as amended. The property owner is given the option of either accepting the completed job as certified by the licensed contractor or requesting an inspection by PDSD within 30 days of the date of notification. The property owner, not the contractor, is required to coordinate job access for the PDSD inspector if a PDSD inspection is requested.
3. PDSD closes the permit either 30 days from the date of the LSR permit or through the standard inspection procedure if a PDSD inspection is requested by the property owner.

A tutorial video regarding the issuance of this permit type over the internet is available on the Planning and Development Services web site at [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd). Should you have any questions regarding the Limited Service and Repair Permit program, please contact Mr. Patrick Poloskey, C.B.O, Development Services Manager, at 207-0148.



# CITY OF SAN ANTONIO

P. O. BOX 839966  
SAN ANTONIO TEXAS 78283-3966

Date

Name

Address

City, State Zip

## INSPECTION CERTIFICATION NOTICE

<b>Project Address:</b>	<b>Address1</b>
<b>Permit Number:</b>	<b>prmtnumber</b>
<b>Contractor:</b>	<b>Contractor</b>
<b>Certification Date:</b>	<b>Certification date</b>
<b>Date work completed:</b>	<b>Completed date</b>

Dear Name:

Your licensed contractor has secured a Limited Service & Repair permit and has filed an inspection certification statement with the Development Services Department (DSD). The certification states that the work for which the above referenced permit was issued has been completed and states that the work for which the above referenced permit was issued has been completed and complies with the requirements of the San Antonio Code as amended. Based on the certification, DSD is satisfied that the completed work complies with the code. You still have the right, however, to request an inspection by DSD if you choose.

If you opt to have the work inspected by DSD, please call the Inspections Division at (210) 207-1111, option 2 to schedule an inspection. When calling, please provide the above referenced permit number. Your inspection will be scheduled for the next business day. Please remember when scheduling that you, or another person over the age of 18, must be home on the inspection date in order to allow the inspector access to the work. Requests for inspection must be made within thirty (30) days of the date of this letter.

If this work was performed by any contractor other than the contractor named above, please contact this office immediately. The work described in this permit is required to be performed by the licensed contractor to whom the permit is issued per the San Antonio Code. If you have any questions regarding the Inspection Certification submitted by your contractor or the inspection procedure, please call Development Services at (210) 207-1111, option 2.

Sincerely,

The Department of Planning and Development Services

12/4/2009